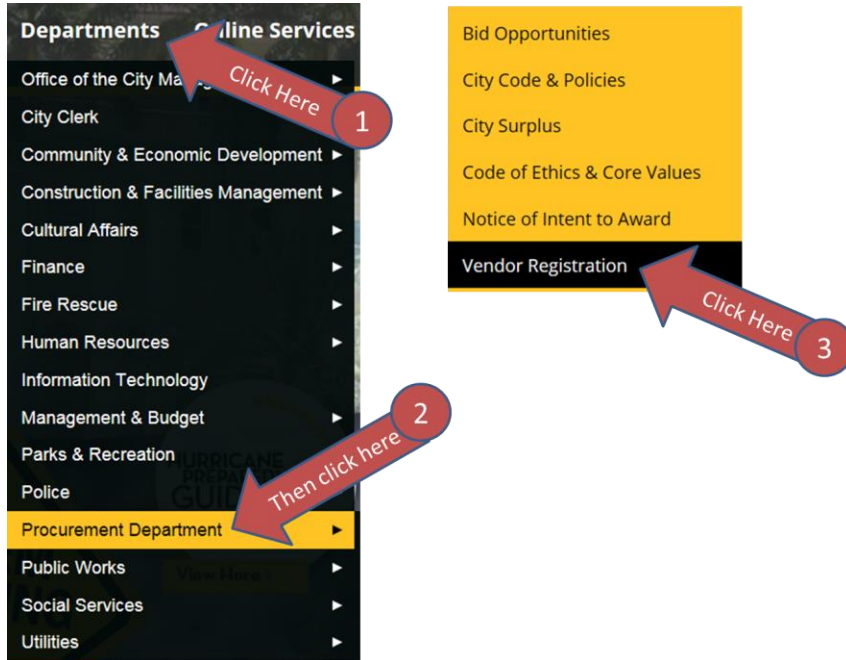




Vendor Self Service – New Vendor

New Vendor Registration:

- 1) From the City of Miramar website (www.ci.miramar.fl.us) please click on Department → Procurement then Vendor Registration



- 2) If you have never done business with the City of Miramar then you will need to go through the entire Registration process. Click on “For brand new vendors who have never worked with the City of Miramar please click here to register.” You will be brought to Step 1.
- 3) In Step 1 please create a username and password.

New Vendor Registration

Step 1 of 5: Create user ID and password

Step 1 2 3 4 5

Help

User ID (between 1 and 100 characters) *	<input type="text" value="Bob the Builder"/>
Re-type user ID *	<input type="text" value="Bob the Builder"/>
Password (between 0 and 15 characters) *	<input type="password" value="*****"/>
Re-type password *	<input type="password" value="*****"/>
Password hint *	<input type="text" value="Hint"/>
Please type these numbers into the box below them	<div>7393</div> <input type="text" value="7393"/>



EXISTING VENDORS ONLY

You must complete the following for initial registration.

Vendor ID	<input type="text"/>
FID/SSN (Enter without dashes)	<input type="text"/>

Continue

Then Click Here



Vendor Self Service – New Vendor

4) In Step 2 you will need to fill out some General Information about your business. Be sure to

fill out all sections with a red asterisk - *. Also be sure to select “VENDOR” as Vendor Type. Please DO NOT select any other vendor type without explicit instruction from the City’s Procurement Department. Click Continue at the bottom when you are done

Step 2 of 5: General information

Help

*Company Name

Bob the Builder

(line 2)

Doing business as
(if different from above)

Bob's Builders

☐ Foreign Entity

*Address

123 SW Somewhere Dr

(line 2)

(line 3)

*City

Miramar

*State (abbreviation)

FL

*Zip

33023

Geographic

LOC - LOCAL MIRAMAR VENDOR

Are you a Local Vendor?

☐ Send remittances to the above name and address

*E-Mail

sbenshoshan@ci.miramar.fl.us

Web site

www.bobuilder.com

*Vendor Type

VENDOR

Always select Vendor

Gender

N/A

Ethnicity

N/A

Enter a Federal Tax ID Number or Social Security Number

☒ FID ☐ SSN

Select SSN or FID

*FID/SSN

011234567

*Re-type FID/SSN

011234567



Vendor Self Service – New Vendor

- 5) To add Address information click “add” (This is not required, you can click continue to bypass this step).

Step 3 of 5: Address information Step 1 2 **3** 4 5

[Help](#) Click Add

[Addresses](#)

[add](#)

Name	Address	City	State	Zip	Fax	Is Default
<div style="text-align: right;">You can bypass this step by clicking continue Continue</div>						

- 6) If you click add you can change or adjust remittance information. You can add multiple addresses to your business if you have multiple locations. Click Save when you are done.

New Vendor Registration

Step 3 of 5: Remittance information

Step 1 2 **3** 4 5

*Address Type

*Company Name

*Address

*City

*State

*Zip

Fax

Email

Your preferred payables delivery method(s).

☒ Mail ☒ Fax ☒ E-Mail

Your preferred purchasing delivery method(s).

☒ Mail ☒ Fax ☒ E-Mail

[Save](#)

[Cancel](#)



Vendor Self Service – New Vendor

7) When you are done adding addresses click continue to move to step 4

New Vendor Registration

Step 3 of 5: Address information

Step 1 2 **3** 4 5

Help

Addresses

[add](#)

Name	Address	City	State	Zip	Fax	Is Default	
Bob the Builder	123 SW Somewhere Dr	Miramar	FL	33023		Y	change

Continue

Click Here to move on

8) Contact information can be added in Step 4. Click “New Contact” if you wish to add contact information. (This step can be by-passed by clicking next, but it is highly recommended to have at least one contact). Click “New Contact” to add a contact.

New Vendor Registration

Step 4 of 5: General Vendor Contacts

Step 1 2 3 **4** 5

Help

Address Contacts

Type	Name	Email	Phone	Fax	
					<p>Continue New Contact</p>

Click Here to add a Contact Person



Vendor Self Service – New Vendor

9) Enter appropriate information then click “Save”

New Vendor Registration

Step 4 of 5: General Vendor Contacts

Step 1 2 3 **4** 5

Help

Contact Person

*Contact Type	GENERAL - General Contacts
*Name	Bob Builder
*Phone	954-123-4567
Fax	954-123-4567
E-Mail	sbenshoshan@ci.miramar.fl.us

Fill out all
appropriate
information

Click Save
when done

Save

Cancel

10) To move on to the last step click “Continue”

New Vendor Registration

Step 4 of 5: General Vendor Contacts

Step 1 2 3 **4** 5

Help

Address Contacts

Type	Name	Email	Phone	Fax	
GENERAL - General Contacts	Bob Builder	sbenshoshan@ci.miramar.fl.us	954-123-4567	954-123-4567	change

Click to
Continue

Continue

New Contact



Vendor Self Service – New Vendor

- 11) Review your information then click register. If you need to adjust any information click on “change” over any area you need to update.

[General Information](#) [change](#)

To Change General Info click here

Name/DBA Bob the Builder/Bob the builder

Entity

Address 123 Somewhere St
Miramar, FL 33023

FID 01-1234568

Geographic LOC - LOCAL MIRAMAR VENDOR

E-Mail sbenshoshan@ci.miramar.fl.us

Web Site

Vendor Type VEND VENDOR

Gender N/A

Ethnicity N/A

Foreign Entity No

[Terms](#) [change](#)

To Change Terms click here

Discount Percentage 0%

Days to Discount 0

Days to Net 0

[Address Information](#)

[change](#)

To Change Address Info click here

Name	Address	City	State	Zip	Fax	Default
------	---------	------	-------	-----	-----	---------

[Address Contacts](#)

[change](#)

To Change Contacts click here

Type	Name	Email	Phone	Fax
GENERAL - General Contacts	Bob Builder	sbenshoshan@ci.miramar.fl.us	954-123-4567	954-123-4567

Click when
done

Register

Cancel



once and refrain from using your browser's Back or Refresh button.)



Vendor Self Service – New Vendor

- 12) Your information needs to be reviewed before registration is complete, however you don't have to wait for our approval to update profile information such as commodities.

New Vendor Registration Registration Confirmation

 Registration has been completed. You will be contacted when your information has been reviewed. 

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

You have completed the registration process. You can now login using the username and password you created during the registration process. Now would be a good time to log in, click on “My Profile” and add commodities to your profile. You will be telling the city what you sell. You may receive solicitations for bids based on what you sell. (Click on My Profile then select “Commodities” to add the type of items you sell to your profile.

Vendor Commodities Vendor Commodities

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or
commodity code
(first 3 or more digits)

Search

[List all commodities/services](#)

273 Found

1-10 | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/>	031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)
<input type="checkbox"/>	035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<input type="checkbox"/>	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

Add

[Home](#)

[Vendor Self Service](#)

[My Profile](#)

[Attachments](#)

[Commodities](#)